

## QAR Team Meeting Feb 20 2012

**Next Meeting – March 6, 2012 at WH2NW (Black Hole)**

First	Last	Organization	phone	email	Present
Bakul	Banerjee	CD	5251	bakulb@fnal.gov	X
Adam	Bracero	TD	2536	bracero@fnal.gov	
Frank	Cesarano	BSS	4188	cesarano@fnal.gov	X
John	Dawson	ESH	4830	jbdawson@fnal.gov	X
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Tom	King	QAE	6474	mrdking@fnal.gov	X
John	Martzel	QAE	5061	martzel@fnal.gov	X
Kurt	Mohr	QAE	6001	kmohr@fnal.gov	X
Mike	Pakan	QAE	2236	mpakan@fnal.gov	X
Don	Rohde	AD	2367	rohde@fnal.gov	X
Eugene "JJ"	Schmidt	PPD	4328	jj@fnal.gov	X
Rod	Walton	FESS	2565	rwatson@fnal.gov	X
Jim	Wollwert	FI	5561	jwollwer@fnal.gov	

**Meeting locations for future QAR meeting locations:** ALL Monday meetings in WH2NW (Black Hole) at 9:00 AM – *Every other week*

### Carry Over Items & Task Assignments

1	Update Fermi Consolidated Assess Schedule Spreadsheet	Dec 31, 2011	QARs
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### Items Covered Today

Topic	2013 & 2014 Assessment schedule
Discussion	2014 schedule currently shows TBD activities; suggestions are requested from D/S/C QARs for value added subjects rather than continuing with criteria based assessments as in previous years. 2013 has mostly CAS criteria but it is doubtful whether CAS will be mature enough to assess.
Resolution	Identify assessments that are high risk or add value to the management of the D/S/C

Topic	2012 Engineering Process Design Criteria Assessment
Discussion	Starts in April. Mike P will develop criteria on work processes and design. D/S/C without engineering will have work processes control evaluated (e.g. ES&H requested "Nuclear Materials Control & Accountability"). Those with design will only be assessed to that criterion. Rationale – design is a special case of work process control applied to engineering activities. It is expected that all divisions will have some design. Even CD may have network design as an example.
Resolution	Suggest work process(es) for assessment that add value to the management of your organization

Topic	QAR availability for scheduled assessments
Discussion	QARs are scheduled for assessments, consult the schedule and be available OR make appropriate arrangements in advance so the schedule and work is not impacted. We are accountable to keep to the schedule.
Resolution	QAEs and QAR look at assessment and personal schedule to ensure compatibility

Topic	Consolidated Assessment Schedule
Discussion	All groups except 2 are complete and the others (TD & PPD) are working on needed information
Resolution	QARs need to complete the information for the consolidated assessment schedule

Topic	Assurance Council
Discussion	<ul style="list-style-type: none"> <li>The minutes for the AC can be reached through OQBP website. <ul style="list-style-type: none"> <li>The path is: OQBP\Contractor Assurance\Assurance Council\Meeting Minutes</li> <li>or use this URL: <a href="http://www.fnal.gov/directorate/AC/AC_minutes.html">http://www.fnal.gov/directorate/AC/AC_minutes.html</a></li> </ul> </li> <li>The AC feels recent survey feedback on use of Engineering Manual creates a big risk could result in the imposition of requirements without implementation; OPPS to offer an implementation plan. Pier is unhappy about the lack of implementation of the Engineering Manual.</li> <li>AC minutes contain link for FNAL contractual obligation to DOE Orders – note: there is a legend for Order applicability abbreviations, e.g. NA - not applicable, PA - partially applicable, etc.</li> <li>Status of developing a Consolidated Assessment Schedule continues to be of interest to AC and DOE.</li> <li>The Inspector General (IG) is being more specific on audits to be performed by Internal Audit Department (IAD) at Fermilab so expect the IAD to be more constrained because they are doing audits for the IG due to lack of IG resources</li> <li>Management issue - improve the self-assessments – all parties including FSO wants this. It was suggested that a sub-team from the AC work on this but no team was named.</li> </ul>
Resolution	Info update, no additional activity required

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Topic	Assessment Updates
Discussion	<ul style="list-style-type: none"> <li>• Procurement Assessments <ul style="list-style-type: none"> <li>• FESS – complete, no CAPs; a problem noted about data being entered into Oracle and, if incorrect, ending up in a “black hole.”</li> <li>• WDRS – initial planning – identified a short list of interviewees</li> <li>• AD – preliminary planning.</li> </ul> </li> <li>• OPPS notified reviewers EVMS Surveillance Plan published along with other info at OPMO EVMS URL</li> </ul>
Resolution	Recommend creating a test case for “black hole” problem and providing detail in a service desk ticket showing details. Need a volunteer.

Topic	News / Updates / QA Issues / Successes or Challenges
Discussion	<ul style="list-style-type: none"> <li>▪ Comment - the organizational structure at Fermilab seems to leave some areas where clear roles, responsibility, accountability for QA seem to be missing between defined organizations and those reporting outside of these such as large projects reporting to the Associate Director for Research. It was noted that each project is supposed to appoint a project QA Manager per the IQA.</li> <li>▪ Suggestion - communication might be provided from QA about 1) Management Systems and 2) Director's Policies; possibly through Fermilab Today articles.</li> </ul>
Resolution	Unresolved.

Tom King - X6474 or 630-267-6644  
Meeting adjourned - duration 50 minutes